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DDA Registry
85-0353/6

27 MAR 1985

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: CIA Committees

REFERENCE: Memo for DDA fm EXDIR (85-0353/2),
dtd 5 March 85, Same Subject

DD/A REGISTRY
FILE: 1-1

1. Following is the Directorate of Administration's (DA) response to the subject of reforming or disbanding Agency committees. To this end, I recently tasked each DA Office to review its committees to determine whether any of them should be consolidated or abolished. Their efforts have resulted in the abolishment or recommended abolishment of 14 administrative committees. Additionally, eight others are being studied for possible consolidation. Below you will find a list of 22 such committees.

2. Within the DA, the Offices of Information Services, Information Technology, and Medical Services reported no superfluous committees. From a review of the numerous panels, boards, and committees on which other DA personnel serve, the reporting Offices have implemented or recommended the following action:

<u>a. Agency-Wide Committees</u>	<u>Responsible Office</u>	
Recruitment Advertising Committee	OFE	Abolished
Building Planning Committee	OL	Abolished
Output Media Working Group	OL	Abolished
 <u>b. Directorate Committees</u>		
Off-Campus Advisory Committee	OFE	Abolished
 <u>c. Office Committees</u>		
Microform Publications Exception Review Board	OC	Abolished
Technical Education Advisory Board	OC	Abolished
Logistics Officer Training Committee	OL	Abolished
Ad Hoc Committee for CT Training	OL	Abolished
Management Advisory Committee	OF	Abolished
Media Support Committee	OFE	Abolished
Space Advisory Board	OFE	Abolished
Computer Working Group	OFE	Abolished
Travel Policy Advisory Committee	OFE	Abolished

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3. In paragraph two of reference, you list the Interdirectorate Planning Group and the Emergency Planning Panel as candidates for abolishment. The Interdirectorate Planning Group has not met in about a year, and I support its abolishment. The Emergency Planning Panel has also been inactive, and I see little justification at this time for firing it up. However, I am concerned about your assignment of its duties to the Directorate of Intelligence (DI) and Directorate of Operations (DO). In particular, the DA should maintain a key role in non-nuclear emergency planning, (e.g., the Agency Emergency Support Plan, [redacted]), and should be a key Agency participant [redacted]

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[redacted] I suggest that roles of all of the Directorates in emergency planning be clearly defined.

4. I believe you will agree with me that all of the above recommendations are worthwhile, and that they indicate a sincere desire to respond to the spirit of improving management and increasing committee credibility. I plan to have each Office Director follow up to ensure all DA committees continue to remain useful and consistent. I would be happy to discuss any aspect of this report with you if further clarification is desired.

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[redacted]
Harry E. Fitzwater

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